

Minutes and Proceedings of the
City Council of the City Of Emily in the
County of Crow Wing, State of Minnesota

December 18, 2024
Special Meeting

THESE MINUTES ARE PARAPHRASED AND ARE NOT WRITTEN WORD FOR WORD.

The Emily City Council met for a Special Meeting on Tuesday, December 18, 2024 in the Council Chambers and was called to order by Mayor Tracy Jones at 6:00 p.m. Councilmembers Bryce Butcher, Gerhart Hanson, Andrew Hemphill, and Gregory Koch were present. Cari Johnson, City Clerk/Treasurer, was also present.

The Pledge of Allegiance was recited.

MAYOR JONES MADE THE MOTION TO APPROVE RENEWAL OF HIGHWAY 6, LLC DBA LOG CABIN BAR 2025 ON SALE INTOXICATING, OFF SALE, AND SUNDAY LIQUOR LICENSES. COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included the 2024 liquor licenses for Highway 6, LLC dba Log Cabin Bar were approved last week. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Fire and Rescue Department held an election on December 17, 2024 for the position of Fire and Rescue Chief. The results for the two candidates were: Chad Genz – 11 votes and Blair Mileski – 14 votes. **COUNCILMEMBER BUTCHER MADE THE MOTION TO APPOINT BLAIR MILESKI AS FIRE AND RESCUE CHIEF EFFECTIVE IMMEDIATELY. COUNCILMEMBER HANSON SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.** Fire and Rescue Chief Blair Mileski thanked the Council for the position. Next month Mileski plans to continue with separate department meetings for discussions/feedback, but plans to hold one full department meeting per month in the future. Mileski plans to continue to hold separate department trainings.

The Council discussed the appointment of Fire and Rescue Department Officer positions. Fire and Rescue Chief Mileski requested time to speak to the current officers and open the positions up to other department members if interested. Mileski anticipated making a decision for Council consideration at the February Council Meeting. Until the Council appoints officers Tyson Kinkaid holds the temporary position of Assistant Chief of Fire Suppression Operations and Cary LeBlanc holds the temporary position of Assistant Chief of Emergency Medical Services.

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT RESOLUTION 24-54 TO MAKE YEAR END TRANSFERS AS FOLLOWS:

- **\$164.18 FROM 100 GENERAL FUND TO 227 EMILY AREA RECYCLING FUND**
- **\$265.00 FROM 306 DEBT SERVICE FUND FOR THE 2005 ROAD IMPROVEMENTS BOND TO THE 304 DEBT SERVICE FUND FOR THE 2014 ROAD IMPROVEMENTS BOND**

MAYOR JONES SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-55 2024 BUDGETED YEAR END TRANSFERS AS FOLLOWS:

- **\$4,350 TO FUND 225 – FIRE – GENERATOR AND INSTALL FOR FIRE STATION**
- **\$65,689.88 TO FUND 415 – ROADS – STREET IMPROVEMENTS**
- **\$15,000 TO FUND 415 – ROADS – ROOSEVELT DRIVE BRIDGE REPLACEMENT**
- **\$14,000 TO FUND 415 – ROADS – SOUTH SHORE DRIVE BRIDGE FASCIA**
- **\$33,995.92 TO FUND 415 – ROADS – ROOSEVELT DRIVE BRIDGE ENGINEERING**
- **\$34,069.11 TO FUND 415 – ROADS – GRADER**
- **\$167,104.91 TOTAL 2024 BUDGETED YEAR END TRANSFERS**

COUNCILMEMBER BUTCHER SECONDED THE MOTION. Discussion included based on the proposed 2025 Final City Tax Levy the City needs to end the year with \$739,000 in the 100 General Fund and is projected to end with approximately \$750,000 after the transfers are made. **ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council discussed the proposed 2025 Property Tax Values provided by Crow Wing County. The target used for the proposed 2025 Final City Tax Levy was a 5% increase. The impacts to property taxes with a 6% increase were reviewed.

The Council discussed the proposed Capital Improvement Plan (CIP) Projects by Funding Source 2025-2029 spreadsheet. Sourcewell Community Impact Funds Grant and Public Safety programs were reviewed. The proposed CIP includes a grant of

\$50,000 in Community Impact Funds, including plasma cutter, zero turn gas lawnmower, pressure washer, Clerk's Office, Library, and Council Chamber panic buttons, Clerk's Office rotational computers replacement (to be purchased with or without grant funds), Library security camera, gym floor repair, and Hall outdoor lights repair. Details of what items may be included in Sourcewell's Public Safety program are not available at this time. CIP items that are ineligible for Sourcewell Public Safety funds could be purchased using savings instead. Fire and Rescue Department purchases for radios, pagers, and AEDs are proposed from Sourcewell Public Safety funds if possible. The City plans to apply for a FEMA/USDA grant for an emergency generator for City Hall. Public Safety Aid funds are planned to be used for purchasing turnout gear and the Genesis push/pull ram extrication tool. A Genesis brute combi tool is planned to be purchased using Fire savings. \$21,000 is planned for Phase 2 of the City Park project for a picnic shelter, sand volleyball court, and pickleball court. Baseball dugouts repair and new cemetery preparation purchases were not completed in 2024 and were moved to 2025. The City needs to budget for street improvements to not draw down the City's reserves for the project. The cost for the 2025 street improvement project was roughly estimated at \$250,000. CIP items being saved for the future include Roosevelt Drive Bridge replacement - \$25,000, South Shore Drive Bridge fascia repair - \$14,000, grader - \$50,000, liftstation pump - \$20,000, and influent control structure replacement - \$30,000. The proposed CIP items for 2025 have been added to the proposed 2025 Final Budget. **MAYOR JONES MADE THE MOTION TO APPROVE THE 2025 THROUGH 2029 CAPITAL IMPROVEMENT PLAN PROJECTS BY FUNDING SOURCE SPREADSHEET AS PRESENTED. COUNCILMEMBER KOCH SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.**

The Council reviewed bonds and other long term debt. The City's bonds include the following: Fund 303 CIP City Hall, Fund 304 2014 Road Improvement Project, and Fund 602 2013 Refunding of Sewer Revenue. Projected debt service fund balances at year end 2025 result in the following recommended levy additions for bonds:

Fund 303	Recommended Ehlers levy addition of \$45,753.75
Fund 304	Recommended levy addition of \$26,250.00 (Ehlers recommended \$20,271.61)
Fund 602	Recommended levy addition of \$120,504.75 with additional \$57,585.00 for new main liftstation pump and replacement of the influent control structure (Ehlers recommended \$62,919.75)

The Council discussed the proposed 2025 Final Budget for the 100 General Fund. The proposed 100 General Fund 2025 Final Budget balanced at \$1,797,416.24, which is a 7% increase. The proposed 2025 Final City Tax Levy is \$1,445,650.74, which is a 5% increase. The proposed budget included revisions to combine to a Fire and Rescue Department and revision of the Police Department to Law Enforcement. Revisions to the proposed budget included:

- Revision of Bridges, Viaducts and Grade Separations for engineering fees for the Roosevelt Drive Bridge replacement from \$34,000 to \$33,995.92 as transferred above
- Revision of Medical Services – 1st Response for personnel testing and recruitment from \$1,650 to \$2,050
- Revision of Paved Streets for capital outlay – CIP street improvements from \$118,914.63 to \$118,518.71

COUNCILMEMBER KOCH MADE THE MOTION TO ADOPT THE 2025 FINAL BUDGET FOR THE 100 GENERAL FUND AS REVISED AT \$1,797,416.24. COUNCILMEMBER BUTCHER SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.


MAYOR JONES MADE THE MOTION TO ADOPT THE 2025 FINAL BUDGET FOR THE 602 SEWER FUND AT \$214,585.75 AS PRESENTED. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

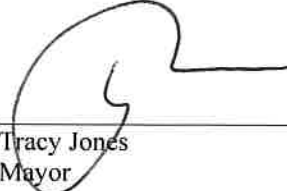
MAYOR JONES MADE THE MOTION TO ADOPT RESOLUTION 24-57 ADOPTING THE 2025 FINAL CITY TAX LEVY AS PRESENTED AT \$1,445,650.74. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED.

COUNCILMEMBER BUTCHER MADE THE MOTION TO ADJOURN THE MEETING. COUNCILMEMBER HEMPHILL SECONDED THE MOTION. ROLL CALL VOTE – JONES, BUTCHER, HANSON, HEMPHILL, AND KOCH VOTED AYE. THE MOTION CARRIED. The meeting ended at 6:44 p.m.

Respectfully submitted,

Attest:


Cari Johnson, MCMC
City Clerk/Treasurer


Tracy Jones
Mayor